



# **The Commonwealth of Massachusetts**

## **DEPARTMENT OF TELECOMMUNICATIONS AND ENERGY**

### MEMORANDUM

TO: Bay State Gas Company; The Berkshire Gas Company; Blackstone Gas Company; Holyoke Gas and Electric Department; KeySpan Energy Delivery- New England; Middleborough Gas and Electric Department; New England Gas Company; NSTAR Gas Company; Unitl; Wakefield Municipal Gas and Light Department; Westfield Gas and Electric Light Department

FROM: William Stevens, Hearing Officer

RE: Department Investigation re: Compliance with G.L. c. 164, § 116B,  
D.T.E. 06-48 Filing Requirements

DATE: June 16, 2006

CC: Mary Cottrell, Secretary  
Colleen McConnell, Deputy Attorney General

Att. Distribution List

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### I. INTRODUCTION

As discussed at the June 15, 2006 procedural conference in this matter, the Department of Telecommunications and Energy ("Department") requests that Bay State Gas Company; The Berkshire Gas Company; Blackstone Gas Company; Holyoke Gas and Electric Department; KeySpan Energy Delivery- New England; Middleborough Gas and Electric Department; New England Gas Company; NSTAR Gas Company; Unitl; Wakefield Municipal Gas and Light Department; and Westfield Gas and Electric Light Department (together "Operators") file comments in response to issues raised at the public hearing on June 15, 2006, and to all written comments filed pursuant in this proceeding. The reply comments shall list all of the issues raised, and respond to each issue with substantive documentation to support each response. Operators may also file supplemental documentation in support of their initial filings.

Because of the nature of the information requested, there is no page limitation for the written comments submitted by the Operators. These reply comments must be filed no later than July 21, 2006, and all filings must have an executive summary. When filing these documents, counsel for each company should file an Appearance of Counsel pursuant to 220 C.M.R. § 1.15. If a representative of an operator files on behalf of his or her company, I request that the representative state his or her title and all relevant contact information.

Any questions should be directed to William H. Stevens, Jr., Hearing Officer, Department of Telecommunications and Energy, at (617) 305-3620.

## II. FILING FORMAT

All comments must identify the person responsible for the response. All documents filed with the Department and shall be accurately punched to fit a standard three-hole binder. All documents shall be accompanied by a cover letter describing the filing and noting the distribution of copies.

Any document filed in this proceeding must contain an internally consistent and usable form of referencing. While most documents have pre-numbered pages, some documents (especially those documents consisting of excerpts from more than one document or consisting of a compilation of notes) have pages that are not numbered or are not consistently numbered.

Documents of three pages or more without a preexisting referencing system must be marked with consecutive page numbers before the document is offered as an exhibit or before it is otherwise distributed for use in the hearing. Where it is necessary to supply page numbers for an exhibit attached to a document, the proponent of the exhibit should add the numbers in some way that differentiates the additions from the preexisting text.

## III. ADDRESS OF FILINGS

All written comments must be filed with the Department of Telecommunications and Energy, One South Station, Boston, Massachusetts 02110, as follows: (a) an original with Mary L. Cottrell, Secretary (Docket no. D.T.E. 06-48); (b) two (2) copies with William Stevens, Assistant General Counsel, Pipeline Engineering and Safety Division; and (c) two (2) copies with Christopher Bourne, Director, Pipeline Engineering and Safety Division.

All written documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to [dte.efiling@state.ma.us](mailto:dte.efiling@state.ma.us) and to [william.stevens@state.ma.us](mailto:william.stevens@state.ma.us); or (2) on a 3.5" disk, IBM-compatible format. The text of the e-mail or the disk label must specify: (1) the docket number of the proceeding (D.T.E. 06-48), (2) name of the person or company submitting the filing, and (3) a brief descriptive title of the document (e.g., Reply Comments). The electronic filing should also include the name, title and phone number of a person to contact in the event of questions about the filing. Text responses should be created in either Corel WordPerfect, Microsoft Word, or as an Adobe-compatible PDF file. Data or spreadsheet responses should be compatible with Microsoft Excel. Documents submitted in electronic format will be posted on the Department's Website, <http://www.mass.gov/dte>.

## IV. DISTRIBUTION LIST

I have attached to this memo a distribution list for this proceeding. As a matter of administrative efficiency, I kindly request that one contact per operator be included on the distribution list. Please let me know as soon as reasonably possible of any additions or corrections to this distribution list.